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**TO:** Steve Parrish **DATE:** 4 February 1994

**FROM:** Mary Pottorff

file New Projects

**SUBJECT:** Georgetown Database - reduction in services

As I understand it, the Georgetown database was approved for rate to be dispursed equally over 12 months. At that 45% reduc the most labor intensive activities had to be curtailed or cut . Th will greatly affect the services and, therefore, the justifications for continuance described in R. Carchman's 1/24 memo (attached). A realistic evaluation of the program's worth or its potential is not likely.

Based on conversations with Phil Witorsch, Nancy Balter and John Rupp, following are changes have been implemented:

- Routine searches of databases (RC items #1and 2) will continue to the extent time allows, but screening material for relevance when its relevance is not so obvious from title or author will be miminal.
- No longer will programs and/or abstracts of upcoming scientific meetings and their Proceedings (RC#3) be obtained and screened for relevant items. Thus, no "heads up" on research before publication. Kitt Booher used to do this, but now will be doing all the keyworking and prioritizing of articles for entry previously done by Dr. Balter (RC#7).
- Access to various libraries in Washington (RC#4) will remain, but the time ($) available to use them has diminished.
- Purchase of books, Proceedings and subscriptions to tobacco relevant journals (RC#5, 6 and 8) has stopped. Current subscriptions will run their course and not be renewed.
- Translations of significant articles will not be obtained(RC#9).
- Distribution of the database (RC#10) will be reduced, but I don't how. The prepardness of the US scientific witness team, including Witorsch, Holcomb, etc. is compromised. Distribution for international use should be a must.

I recommend the funding of $100,000 be used in the most effective manner to best reflect what the database offers. At the rate of approximately $15,000/month (the figure provided by Phil Witorsch which reflects time spent, not a flat fee) the program could run as previously designed until the end of July. During this evaluation period we should determine if there are other ways it could be used, or if other resources should replace it in total or in part.

For various reasons that made sense at the time, this program has been essentially a Rupp fiefdom . Over the years we have become more knowledgeable, more proactive and more responsive to ETS issues and therefore need to be more involved in and more responsible for utilization of programs like this database.

cc: R. Carchman, T. Lattanzio, L. McAlpin, G. Patskan

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